

Laborer

POSITION SUMMARY

The primary function of this position is to assist workgroups with testing and maintenance duties at Energis High Voltage Resources, Inc. This individual will also assist with building new equipment, operating and maintaining equipment, and perform a variety of duties both in the shop and on job sites. The candidate will interact with company employees, community and business contacts, customers, and other individuals from outside the organization. This position will work in the Energis High Voltage Resources, Inc. corporate office located in Green Bay, Wisconsin. Night shift and travel may be required based on the needs of each project.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Assist with repairing, replacing, and cleaning equipment and components such as circuit breakers, underground cables, or transformers.
- Participate in substation switching procedures during planned and emergency repairs and outages.
- Assist with performing inspections, maintenance and repairs on substation equipment including power transformers, load tap changers, potential transformers, current transformers, line tuners and traps, high voltage circuit breakers and switchgear, battery and charger systems, and all control equipment used in substations.
- Assist with building new equipment and reconditioning used equipment.
- Operate equipment such as forklift, platform lift, welder, and hand tools.
- Complete required administrative paperwork for each job, such as time reporting, job safety briefs, and other record keeping per Energis specifications.
- Ensure integrity and discretion when handling sensitive and confidential information.
- Responsible for daily miscellaneous requests and projects as they arise.

POSITION QUALIFICATIONS

Competency Statement(s)

- Safety Awareness – Ability to identify and correct conditions that affect employee safety
- Service Orientated – Possessing the trait to provide the best service possible always asking what would I expect if I was the customer
- Respectful – Ability to value the time, thoughts and ideas of co-workers, customers and vendors
- Communication – Ability to communicate effectively with others clearly and concisely
- Honesty/Integrity – Ability to be truthful and be seen as credible in the workplace
- Striving for Excellence – Ability to always strive for perfection not settling for good enough
- Accountability – Ability to accept responsibility and account for actions
- Reliability – The trait of being dependable and trustworthy
- Detail Oriented – Ability to pay attention to the minute details of a project or task
- Accuracy – Ability to perform work accurately and thoroughly
- Organized – Possessing the trait of being organized or following a systematic method of performing a task
- Problem Solving – Ability to find a solution for or to deal proactively with work related problems
- Judgment – The ability to formulate a sound decision using the available information
- Self-Motivated – Ability to be internally inspired to perform a task to the best of one's ability using one's own drive or initiative
- Relationship Building – Ability to effectively build relationships with customers, vendors and co-workers

SKILLS & ABILITIES

Education: Associate's Degree in electrical field is required

Experience: Related experience preferred

Computer Skills: Proficient with Microsoft Office (Word, Excel, Power Point, Outlook), and a solid understanding of all Windows applications

Other Requirements: Valid State's Driver's License

COMPANY PROFILE

Energis High Voltage Resources, Inc. is a single-source energy service company specializing in electrical substation services, including: testing and maintenance, project management, construction, and commissioning, for clients in the utility, nuclear, renewable energy, and industrial markets.

Energis High Voltage Resources, Inc. offers:

- 401k and profit sharing plan
- Medical insurance
- Health Savings Account (HSA)
- Employer-paid short term disability
- Employer-paid life insurance
- Paid holidays, personal time off, and vacation time
- Rewarding and entrepreneurial work environment
- The opportunity to make a difference in a growing company
- Business casual dress

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.